

CITY OF BRYAN



Community Development Block Grant Public Facility Application Procedure for the 2018 Grant Year FY 2018-2019

Introduction

The Community Development Block Grant Program (CDBG) provides annual grants, as authorized by Congress, to entitlement cities and counties. The funds are used locally to develop viable urban communities by providing decent housing, a suitable living environment and expanding economic opportunities principally for low and moderate-income persons.

The Program

The City of Bryan, in allocating its CDBG funds, supports a wide range of community development activities directed toward neighborhood revitalization, economic development and the provision of improved community facilities and services. Eligible activities include but are not limited to: acquisition of real property, public facility development and improvement, demolition, housing rehabilitation and emergency assistance, handicapped accessibility, code enforcement, historic preservation, economic development activities, operational support for non-profit agencies and commercial or industrial rehabilitation. The **application is required for any program not administered directly by the Community Development Services Department, including but not limited to private and public agencies seeking public facility, infrastructure, or code enforcement funding.**

Applicant Eligibility

CDBG funds may be allocated to public agencies or non-profit entities to use for eligible activities that meet one or more of the following national objectives of the CDBG program:

1. Benefits primarily low and moderate- income persons;
2. Eliminates slum or a blighting influence, or
3. Addresses a declared urgent need in the community (none currently recognized by HUD).

Submission Process

To be considered for 2018 CDBG funds, applicants must complete a CDBG funding request and return it to the City of Bryan, Community Development Division, 405 W. 28th Street, Rm. 138, by Thursday, April 5, 2018 by 2:00 p.m. . The application is available (on or about March 8, 2018) on disk, electronically by request or it may be downloaded from:

http://www.bryantx.gov/departments/?name=public_facility_fund_process.

All applicants are invited and encouraged to meet with staff early in the application process and as often as necessary. Let staff answer your questions up front before you or your agency start investing time and energy in a project application:

- ⇒ *make sure the project is eligible for CDBG funding,*
- ⇒ *identify additional information that may be needed,*
- ⇒ *learn about federal guidelines, which may impact the project and community resources.*

Staff is available to assist applicants in project development and proposal preparation. Appointments are appreciated so that the appropriate staff person can be available to meet with you. Contact the City of Bryan Community Development Division, 405 W. 28th Street, Rm. 138, or call (979) 209-5175.

Review Criteria

The Community Development Committee reviews each application for its **SIGNIFICANCE**; the extent to which the project addresses a CDBG national objective and meets an important need in the community. The Committee also looks at project **FEASIBILITY**; an applicant's capacity to carry out the proposed activity in terms of personnel, resources, and community support. An applicant's ability to **COMPLY** with applicable rules and regulations in implementing their project will also be considered. **Funding is on a reimbursement basis only (unless prior approval has been obtained) and the project must be underway within the contract year unless otherwise stipulated by the agreement. The agency must meet all city/state/federal regulations including but not limited to Office of Management and Budget Circulars, U.S. Department of Housing and Urban Development, applicable crosscutting federal regulations, city and state requirements.**

Review Process

- 1. Applications will be available on March 8, 2018. Staff will make funding allocation recommendations for eligible activities, including, but not limited to, housing, economic development, code enforcement, public facility projects, and administration cost for CDBG and HOME.**
- 2. During the regular public meeting, Thursday, April 12, 2018 the Committee will:**
 - a.) review and discuss staff recommendations for funding allocations for eligible activities;**
 - b) Review and discuss all applications with public facility and infrastructure projects reviewed together first and code enforcement reviewed separately, second. If there is no more than one public facility applicant the Committee will not rank, but the agency will make a 3-minute presentation, followed by a question and answer period. Committee members will have unlimited time to ask questions of the agency.**
 - c) Any code enforcement applications will make a presentation, followed by a question and answer period.**
 - d) The committee will discuss the public facility/infrastructure applications and rank according to the significance and feasibility of the project; the ability to comply with city/state/federal rules and regulations; and the priorities of the 5-Year Consolidated Plan.**
 - e) The Committee will then discuss and take action on any code enforcement application without ranking.**
- 3. The Committee will discuss and take action on all funding allocation recommendations for City Council with the exception of public service funding, with action taken on public facility applicants first followed by City recommendations for other eligible projects/activities.**
 - 4. Review process ranking does not guarantee funding and is used as a partial tool for the Committee to make funding recommendations. The Committee will discuss and take action on which public facility/infrastructure projects to recommend for funding. The Committee will approve for recommendation to City Council a maximum of 2 public facility projects over**

the 5 year period, depending on funds available to meet the 2015-2019 5-Year Consolidated Plan's goals for established programs. Exceptions will be considered if it is determined, there are available funds.

CHDO Funding for Non- Profit Organizations

Those individuals or agencies interested in applying for non-profit CHDO funds need to meet with Arthur Roach, Community Development Assistant Manager. He can also be reached by calling 979-209-5173. Funding for non-profits through the HOME Community Housing Development Organization (CHDO) is determined through a separate process using a different application form.

Operational (administrative expenditures) for Non-Profit Organizations

Administrative grant requests are reviewed through a different process by the Joint Relief Funding Review Committee (JRFRC). Please request additional information on this process from Alsie Bond, Community Development Manager or Blanca Nava, Program Analyst at 979-209-5175.

Eligible Activities for this Application

Public Facilities-rehabilitation and/or improvements and new construction of public facilities (non-profit organizations serving at least 51% low to moderate income citizens);

Infrastructure- sidewalks, streets, sewer, etc. located in a low to moderate-income area or slum/blighted area (project must have a defined service boundary area);

Code Enforcement- administrative expenditures for a code enforcement officer delivering services (51% or more) in a low to moderate-income area (defined service boundary area that meets the criteria).

Review Process

The City of Bryan has established a citizen's advisory committee to review applications for CDBG funding of local activities. Applicants and interested citizens are invited to express community concerns and needs at a public hearing meeting scheduled for 6:00 p.m., Thursday, March 8, 2018 at Bryan Municipal Office Building Basement Training Room, 300 S. Texas Avenue, Bryan, Texas at 6:00 pm. Applications will be available at this meeting or through request at Community Development Services, 405 W. 28th Street, Bryan, Texas 77803, from the website, or by email to: rdawson@bryantx.gov .

Completed applications are due to be received at the Community Development Services Department on or before April 5, 2018 by 2:00 P.M. The Committee will review applications at the April 12, 2018 public meeting, to be held at the Bryan Municipal Office Building, Basement Training Room, 300 S. Texas Avenue, Bryan, Texas 77803 at 6:00 p.m. The Committee will review for funding recommendations, all applications and staff program recommendations, excluding public service funds (eligible operating expenditures). These applications are reviewed by the Joint Relief Funding Review Committee. Additionally, funding recommendations for public facility and code enforcement applications, as well as funding levels for Community Development Services activities/projects, will be discussed and action taken at the April 12, 2018 Public Meeting. The Committee's recommendations will be adjusted if needed (depending on amount of award to the City for the Community Development Block Grant funds) and forwarded within the annual Action Plan, to the Bryan City Council for action sometime in July 2018. If the 2018 grant amount is undetermined at the time of the allocation meeting, a percentage basis will be used to calculate the actual recommendations based on the final grant amount dollars approved for the 2016 program year and the recommendation made by CDAC members.

Applications must be: 10-point font or larger, 9 copies unbound and 3 hole punched. Can be stapled or clipped.

Additional Information and Assistance

For additional information or assistance, contact the City of Bryan Community Development Services, 405 W. 28th Street, Rm. 138, or contact Rachel Dawson at (979) 209-5175 or rdawson@bryantx.gov. The Community Development Advisory Committee and City staff looks forward to working with you.